



KEY DUTIES/RESPONSIBILITIES – LEADERSHIP COUNCIL COORDINATOR

- Provide administrative support and coordination of the activities and meetings for the Regional Leadership Council.
- Develop agendas for meetings and take minutes of the meetings of the committees and subcommittees and distribute to all stakeholders.
- Define and implement project plans in accordance with the needs of the Regional Leadership Council
- Coordinate and obtain sign off from key stakeholders on project deliverables and relevant changes to project schedules
- Prepare communication plan and project status schedule reports for distribution to key stakeholders and governance bodies (as appropriate) to provide project updates on activities and deliverables, as well as risks and mitigation strategies.
- Communicate and liaise with all of the applicable stakeholders.
- Generate many types of documents, including: schedules, project reports, communication (email) records, meeting agendas, and status reports.
- Provide administrative support for the regional roll out of Magnet in coordination with EORN and report back to the Leadership council on the progress of the roll out and uptake.
- Coordinate the establishment of a sustainable funding model for the Leadership Council and coordination/writing of applications for funding.
- Coordinating and organizing various events (meetings, council functions, workshops, information sessions, etc.)
- Develop annually a business plan for the office including an annual budget for consideration by the appropriate approval authorities (Leadership Council, EOWC, EOMC, EORN, OEEDC).
- Investigate opportunities for receiving funding from external agencies and other governments that would support the initiatives of the Leadership Council.
- Be responsible for the care, control and management of all confidential information.
- Prepare and distribute an annual report on the activities and successes of the Leadership Council.
- Develop with input from the Leadership Council a First Nation protocol.